

## **ENROLLMENT AGREEMENT CHECKLIST**

**In order to assist the Division staff in ensuring that the school's enrollment agreement meets the Minimum Standards required in § C.R.S. 12-59-106 and Board Rule III (I), please complete, sign and return this Checklist along with the school's Enrollment Agreement submittal.**

School \_\_\_\_\_

Date \_\_\_\_\_

Page No. \_\_\_\_\_

- \_\_\_\_\_ 1. Full and correct name of school
- \_\_\_\_\_ 2. Physical Location of school (no P.O. Boxes)
- \_\_\_\_\_ 3. Statement: "Agents licensed by the Colorado Department of Higher Education, Private Occupational **School Board**"
- \_\_\_\_\_ 4. Program Title
- \_\_\_\_\_ 5. Hours of instruction and type (i.e. residential, correspondence, telecommunications)
- \_\_\_\_\_ 6. Date training is to begin
- \_\_\_\_\_ 7. Name and address of the student
- \_\_\_\_\_ 8. Tuition amount
- \_\_\_\_\_ 9. Fees and/or other expenses
- \_\_\_\_\_ 10. Cost of books and supplies\_\_\_\_; Noted as "Non-refundable" (if applicable) \_\_\_\_
- \_\_\_\_\_ 11. Total cost of the program
- \_\_\_\_\_ 12. Items subject to cost change, **if applicable**
- \_\_\_\_\_ 13. Method of payment and/or payment schedule
- \_\_\_\_\_ 14. Statement that the student has received a **current** copy of school enrollment agreement and catalog (must include Volume and Date)
- \_\_\_\_\_ 15. Complete refund policy
- \_\_\_\_\_ a. Provides a full refund if student is not accepted by the school
- \_\_\_\_\_ b. Provides 3-day cancellation right except when student has started training
- \_\_\_\_\_ c. Identifies penalty fee after 3-day cancellation right and prior to beginning of program
- \_\_\_\_\_ d. Identifies basis for refund (**time-based for residential training OR lesson-based for distance education**)
- \_\_\_\_\_ e. Refund formula including cancellation charge is consistent with statute
- \_\_\_\_\_ f. Provides refund within 30-days of termination
- \_\_\_\_\_ g. Identifies method of determining the official date of termination
- \_\_\_\_\_ h. Provides a full refund if education service is discontinued by the school, except if the school ceases operation
- \_\_\_\_\_ i. Statement that the policy for the granting of credit for previous training shall not impact the refund policy
- \_\_\_\_\_ j. Policy is easily understood and clearly visible to applicant

<b>A student terminating training...</b>	<b>Is entitled to a refund of:</b>
Within first 10% of program (Lessons 1 -- __)	90% less cancellation charge
After 10% but within first 25% of program (Lessons __ -- __)	75% less cancellation charge
After 25% but within first 50% of program (Lessons __ -- __)	50% less cancellation charge
After 50% but within first 75% of program (Lessons __ -- __)	25% less cancellation charge
After 75% (Lesson __) [if paid in full, cancellation charge is not applicable]	NO Refund

- \_\_\_\_\_ 16. Statement informing students that complaints may be filed: \_\_\_\_ **online** with the Division of Private Occupational Schools and \_\_\_\_ there is a two-year limitation (from student's last date of attendance) on the Division taking action on student complaints. \_\_\_\_ **Include** the Division's website address: [higherred.colorado.gov/dpos](http://higherred.colorado.gov/dpos) and \_\_\_\_ phone number: 303-862-3001.
- \_\_\_\_\_ 17. Disclosure statement, *if applicable* (If there are more than four payments or if interest is charged. See *Sample Enrollment Agreement*, p. 3)
- \_\_\_\_\_ 18. Federal Trade Commission (FTC) statement (Holder in Due Course), *if applicable*
- \_\_\_\_\_ 19. If document is more than one page, it shall be identified with footnote listing: 1) Name of School, 2) document name (Enrollment Agreement), and 3) appropriate page #'s.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Title)